

DD/A 74-3766

27 SEP 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Special Support Assistant/DDA
Chief, Regulations Control Staff
Chief, Information Systems Analysis Staff
Chief, Historical Staff
Special Assistant for Resources
Special Assistant for Coordination

SUBJECT : Senior Secretaries

1. The following is quoted from a record of the
11 September 1974 CIA Management Committee Meeting:

"B. Agency Senior Secretaries--Their Grade
and Their Career Management----

-----After a lengthy discussion, it was the
consensus that:

(1) The Agency secretarial pattern
system which establishes secretarial grades
on the basis of the organizational level
and grade of the supervisor's position be
continued as a guide in determining pay
levels for secretaries.

(2) An evaluation of secretarial positions
be made in all cases to determine if there is
a basis for a grade higher than the pattern,
based on merit; and, if so, that such grade be
approved. It should be recognized that when-

17 OCT
1974


Per C/SD this date, OMS submitted a negative reply

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ever a position is upgraded because of higher level duties and the secretary is promoted, she would be subject to downgrading upon reassignment to a position not having the higher duties.

NOTE: As a means of facilitating the review of positions to be conducted by the Office of Personnel, each Career Service will conduct a review and initial screening of positions which may be candidates for upgrading. This review will initially be devoted to senior positions."

2. In order to fulfill the requirement that the Directorate Career Service conduct a review of senior positions to determine if they should be upgraded, it is requested that each Office Director and Staff Chief make such a survey in his component. If you believe you have a secretarial position which falls in this category, please prepare a complete justification and forward it to the Office of the Directorate Career Management Officer (7D18, Headquarters) by 18 October 1974. Negative replies should also be forwarded.


Deputy Director for Administration

STATINTL